

Somerville Municipal Court

Position Title: Deputy Court Administrator
Posted: August 22, 2011
Please submit resume with a cover letter on or before September 2, 2011

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Somerville is seeking a motivated, self starting, highly organized, and detail oriented individual to perform municipal court duties in a high volume, involving the collection of fees for traffic, parking, and criminal offenses. The Deputy Court Administrator works under the general direction of the Certified Municipal Court Administrator and Municipal Court Judge. The candidate should possess working knowledge of ATS/ACS systems and sound recording, and have excellent customer service skills. Responsibilities include, but are not limited to scheduling cases, accepting pleas of guilty/not guilty, setting, posting, and forfeiting of bail monies, responding to requests by the public, while maintaining a good working relationship with the Judge, Municipal Police, County Sheriff and attorneys. Job responsibilities will include answering the telephones, data entry, and filing and maintaining records and all other aspects of day to day court operations. The New Jersey Supreme Court requires that the successful candidate attend all mandated training classes.

Kindly submit your cover letter and current resume to:

The Honorable William T. Kelleher, Jr.
Somerville Municipal Court
29 Somerset Street
Somerville, NJ 08876
Fax: (908) 722-0502